FINANCIAL MANAGEMENT

0402 BUDGET FORMULATION



Overview

- Flow of funding from HQMC
- Your role as the Unit Fund Manager
- The color of money
- Financial Cycle
- Building your budget



Overview Cont'd

- Flow of funding from HQMC
- Your role as the Unit Fund Manager
- The color of money
- Financial Cycle
- Building your budget



References

- MCO P7100.8 Field Budget Guidance Manual
- MCO 7300.21 <u>SABRS Financial Procedures</u> <u>Manual</u>
- NAVMC 2664 Financial Guidebook for Commanders
- NAVSUPINST 4200.94 Government wide Commercial Purchase Card Program
- **DOD 7000.14-R** <u>DOD Financial Management</u> <u>Regulation</u> (Comptroller)

Quiz! What Quiz?!

- Close your binders
- Take out a pencil/pen

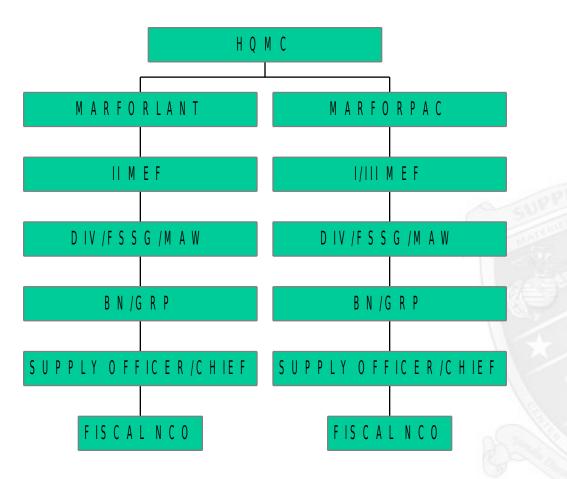




Funding Flow from HQMC

- Where are funds <u>appropriated</u> from
- Who <u>allocates</u> funding in the Marine Corps
- Who do I <u>report</u> to on funding received

Financial Chain of Command



Your role as the Unit Fund Manager

- Defined
- Receiving the appointment
- Your commander's legal responsibilities
- Your responsibilities inherited with the position



The Color of Money

Green

Blue

Purple

RA

PE



Spending Category Terminology

- SAG
- BEA
- BESA

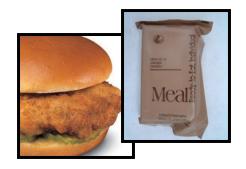


Ground Supply Officers Course

What type of money?

Class I

Subsistence



Class III

Petroleum/Oil/Lubricants



Class II

Individual Equipment



Class IV

Contractor Materials



What type of money cont'd?

Class V



Class VI

Personal Demand



Class VII

Major End Items

Class VIII

Medical Supplies



What type of money cont'd?

Class IX

Repair



Class X

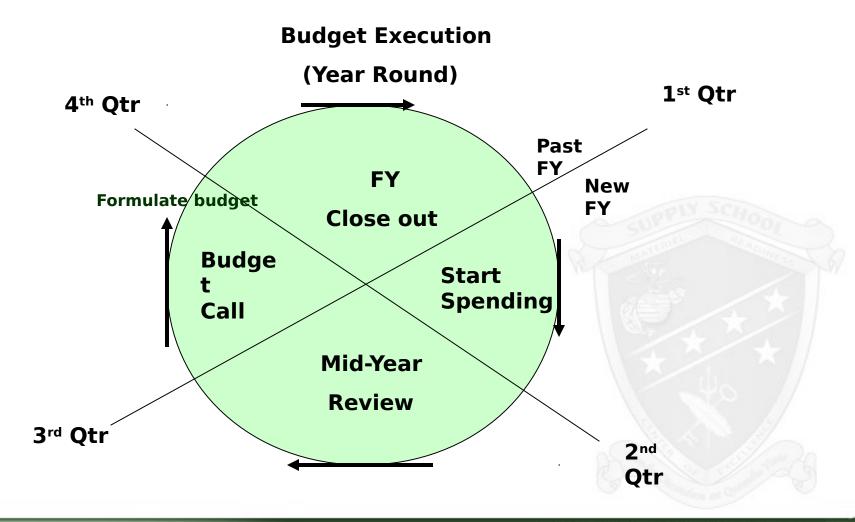
Non Military Programs

(UM 44000.123, pg 4-6-29)



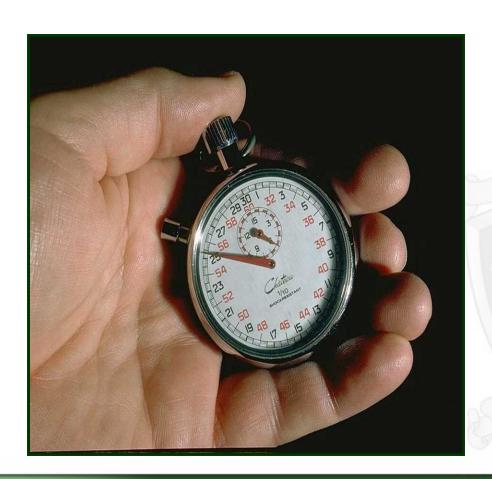


Financial Cycle





Time to build your budget!



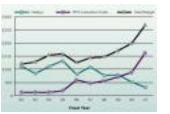
Steps in Budget Formulation

- Acquire the tools
- Build the trial budget
- Staff the trial budget
- Incorporate section feedback/create final budget
- Obtain Commanding Officer's approval
- Obtain MSC Comptroller's approval

Ground Supply Officers Course

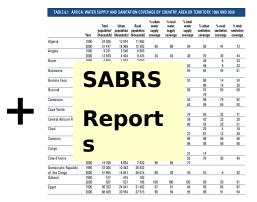
Budget "Worm"





Past FY



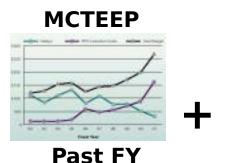


Past FY
Information

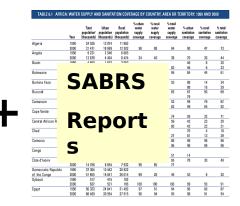
──→ Draft Budget



Budget "Worm" Cont'd

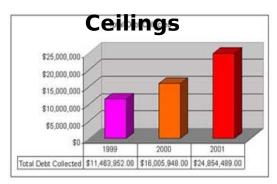




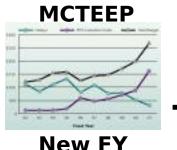


Past FY Information

Budget Call w/ New



Comptroller Guidance

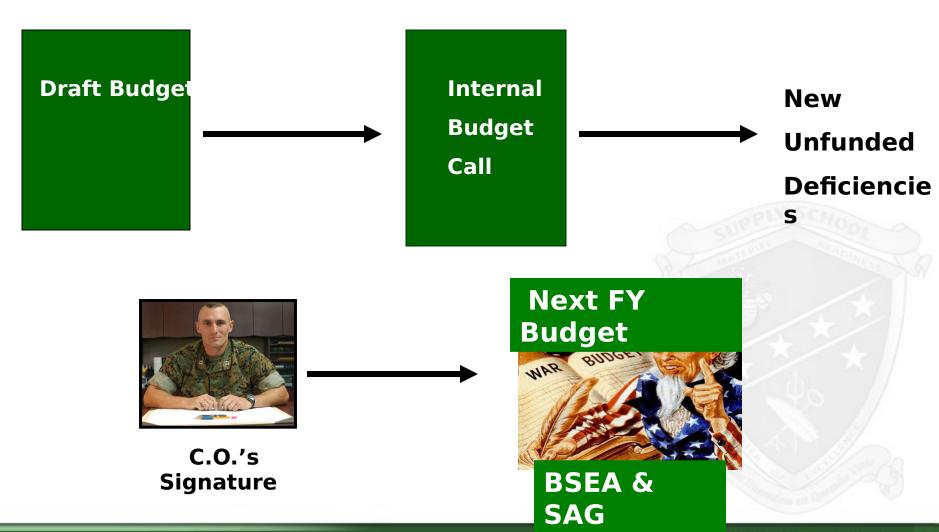


New FY



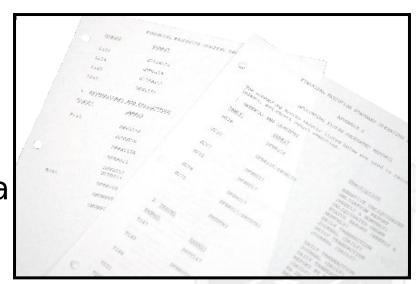
C.O.'s Guidance

Budget "Worm" Cont'd



Step One: The Tools of Your Trade

- Past budgets
- MCTEEP
- Fiscal year XX budget ca
- SABRS reports
- Commander's guidance



Ground Supply Officers Course

Example Budget Spreadsheet by Quarter

А										
1 1997 BUDGET										
2										
	1st	: Quarter	2nı	d Quarter	3rd	Quarter	4th	Quarter	Tot	tal
1	\$	35,898.60	\$	54,335.24	\$	76,244.75	\$	47,569.38	\$	214,047.97
3										
6 Selling Expenses	\$	10,769.58	\$	16,300.57	\$	22,873.43	\$	14,270.81	\$	64,214.39
7 Marketing Expense	\$	3,589.86	\$	5,433.52	\$	7,624.48	\$	4,756.94	\$	21,404.80
8 Overhead	\$	7,179.72	\$	10,867.05	\$	15,248.95	\$	9,513.88	\$	42,809.59
9 Total Expenses	\$	21,539.16	\$	32,601.14	\$	45,746.85	\$	28,541.63	\$	128,428.78
10										
11 Net Income	\$	14,359.44	\$	21,734.10	\$	30,497.90	\$	19,027.75	\$	85,619.19
12										

Ground Supply Officers Course

FY-01 MCTEEP

								Q1			Q2			Q3			Q4			Q5			Q6		
ID	ð	Task Name	Duration	Start	Finish	Α	S	0	N	D	J	F	M	Α	M	J	J	А	S	0	N	D	J	F	М
1		FSMAO PREPARATION	30 days	Mon 10/1/01	Fri 11/9/01																				
2	***	MAINTENANCE STANDDOWN	l 5 days	Mon 11/5/01	Fri 11/9/01																				
3		FSMAO INSPECTION	14 days	Mon 12/3/01	Thu 12/20/0	Ĺ																			
4	111	BN FIELD EX	3 days	Tue 12/18/01	Thu 12/20/0	l																			
5	111	XMAS 96	4 days	Mon 12/24/01	Thu 12/27/0	L																			
6	111	MCCRES	10 days	Mon 1/7/02	Fri 1/18/02																				
7	111	CAX 3	14 days	Fri 1/25/02	Wed 2/13/02																				
8	111	CAX 4	14 days	Fri 2/8/02	Wed 2/27/02																				
9		REGT MAINT. STANDDOWN	5 days	Mon 3/25/02	Fri 3/29/02																				
10	111	BN FIELD EX	3 days	Mon 4/15/02	Wed 4/17/02									ı											
11	111	REGT FIELD EX	5 days	Sat 5/18/02	Thu 5/23/02)																			
12	111	CAPEX	1 day	Tue 6/4/02	Tue 6/4/02																				
13	-	JAYNE WAYNE DAY	1 day	Fri 6/21/02	Fri 6/21/02																				
14	111	BRIDGEPORT	21 days	Sun 7/7/02	Fri 8/2/02																				
15	-	BN FIELD EX	3 days	Mon 8/26/02	Wed 8/28/02																				
16	-	SUPPLY INVENTORY	3 days	Mon 9/9/02	Wed 9/11/02																				

Ground Supply Officers Course

FY-03 Budget Call Worksheet

DESCRIPTION	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	DEFICIENCY	TOT REQ
SAG 70 - MAINTENANCE							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 71 - OPERATIONS & ADMIN							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$C
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 72 - TRAINING							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 73 - MEDICAL/DENTAL							
		10		10		+0	+0
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA) TOTAL	\$0 \$0						
					7.		
SAG 74 - ADP						4.011	
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 77 - REPLENISH/REPLACE					100	N. Park	-
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 78 - OTHER LOGISTICAL SUPPORT							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PE TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RATOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 81 - SUPPLY SUPPORT (DLR)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		70	70	43	40		
SAG 81 - SUPPLY SUPPORT (CLD)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
							100
SAG 81 - SUPPLY SUPPORT (CIF)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

500.00

Ground Supply Officers Course

PROC ID: SD71RAJ0

SABRS

PAGE NO: 58

PROG ID: DFPBR035 RUN DATE: 30 SEP 0* COST ACCOUNT REPORT - DIRECT

BUDGET EXECUTION ACTIVITY MANAGEMENT REPORT

CYCLE NO:

In500.00 nal Media Center, Car500.00 nson, NC

1002

26C1

FOR: M99255

BASIC-SYM-CODE: 17*1106 SUBHEAD: 27A0 SRI:MXXXXX WCI: MXXXXX SUBALLOT: BEA: 41

OC	AUTHORIZATIONS	COMMITMENT	OBL	IGATIONS EXP	ENSES LIQUIDA	TIONS
UNOBL BAL SOC	TO DATE	TO DATE	TO DATE	TO DATE	TO DATE	
TO DATE 21G4	860.00	860.00	860	0.00 860.00	860.00	
21G5	400.00 0	400.00	400	0.00	400.00	400.00
21G7	340.00 0	340.00	340	0.00 340.00	340.00	
2134	5,360.00	5,360.00		5,360.00	5,360.00	5,360.00
2135 975.00	975.00	975.00		975.00		975.00
2136	915.00	915.00		915.00		915.00
915.00 2137 795.00	795.00 0	0 795.00	795	5.00	795.00	
2174	950.00	950.00		950.00		950.00
950.00 2175 327.00	327.00	0 327.00 0		327.00		327.00
TOTAL OC 21: 10,922.00	10,922	0.00	10,922.00	10,922.0	0 10,	922.00
26A0	10,578.00	10,578.00	10),578.00	10,578.00	10,578.00

Commander's Guidance

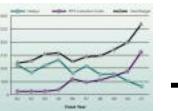
- The only non-written source of guidance
- Obtain CO's thoughts on priorities upcoming
- Have previous year's spending plan and MCTEEP past and current
- Brief CO and make recommendati
- Be prepared when briefing



Ground Supply Officers Course

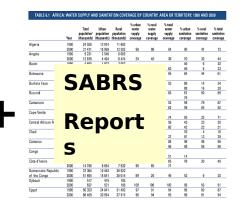
Budget "Worm" Cont'd





Past FY





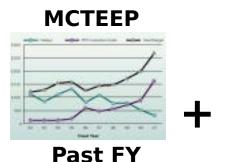
Past FY
Information

──→ Draft Budget

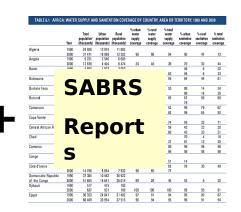


Ground Supply Officers Course

Budget "Worm" Cont'd

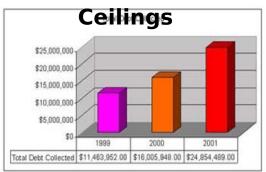




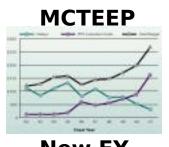


Past FY **Information**

Budget Call w/ New





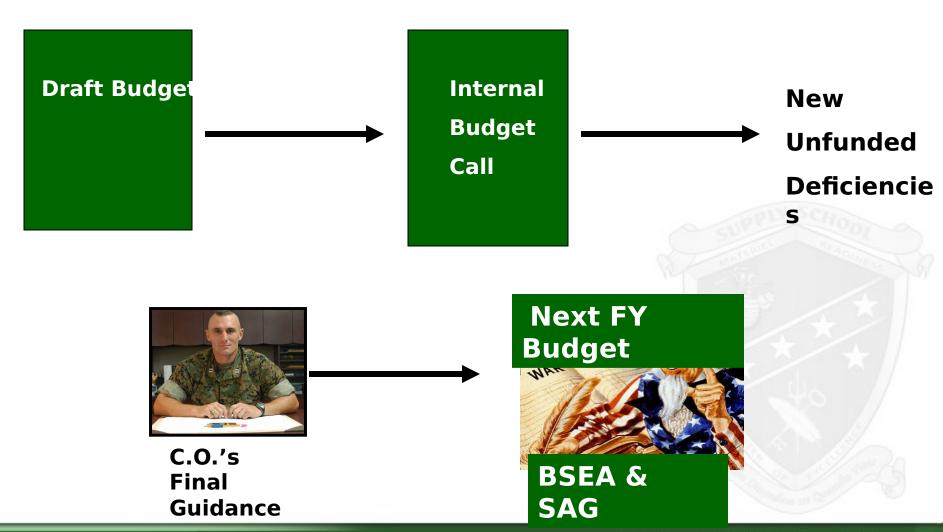


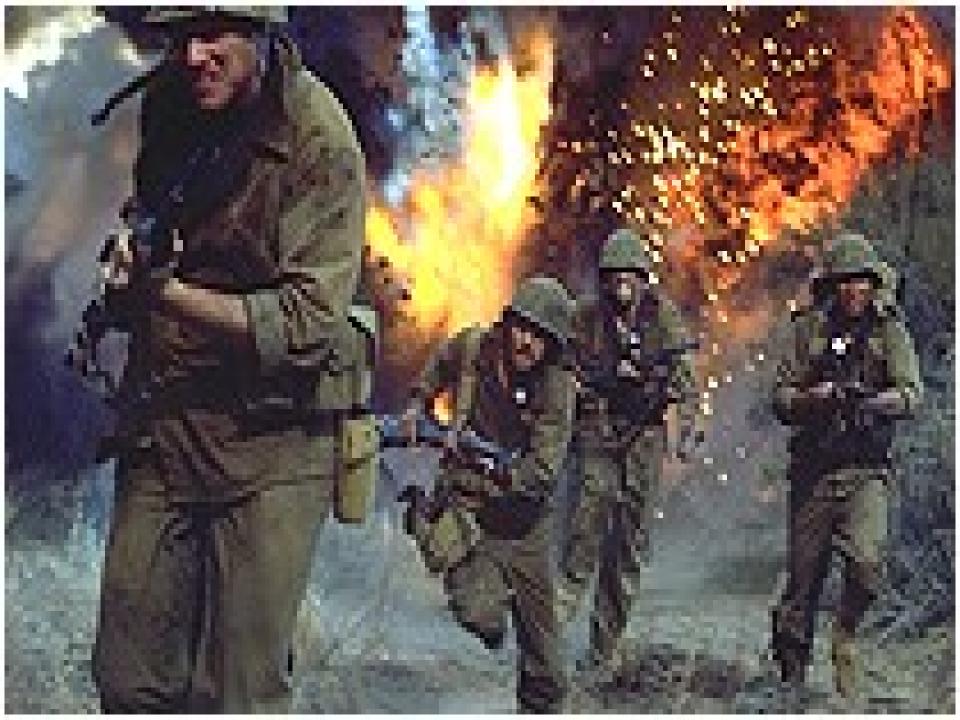
New FY



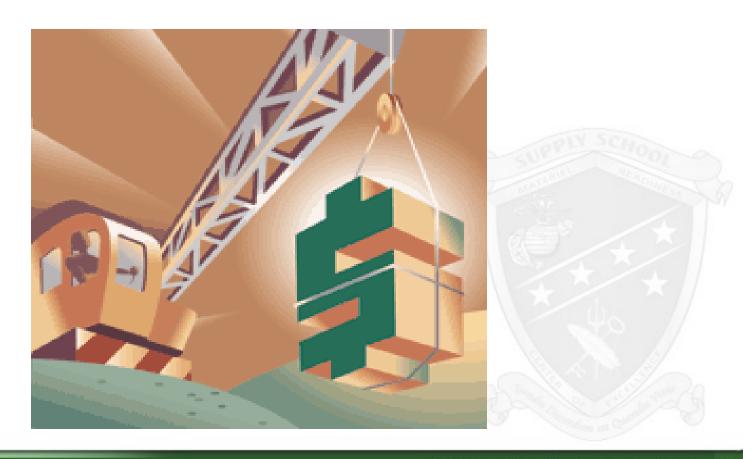
C.O.'s Guidance

Budget "Worm" Cont'd

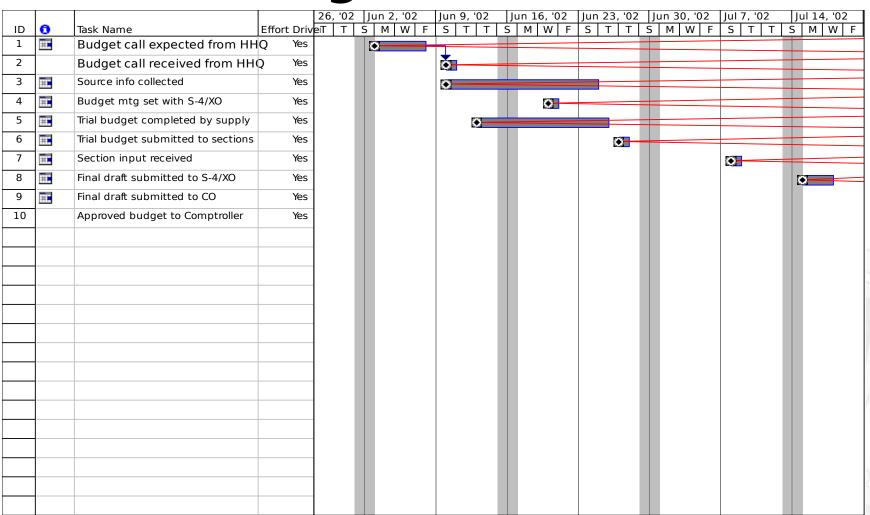




Step Two: Build Your Draft Budget



Budget Timeline



Projected Budget by Quarter

	1st Qtr		2d Qtr		3d Qtr		4th Qtr		Total	
Funding										
	Dollars	Percentage	Dollars	Percentage	Dollars	Percentage	Dollars	Percentage	Dollars	Percentage
Planning Estimate (PE)	\$10,000	33%	\$5,000	17%	\$10,000	33%	\$5,000	17%	\$30,000	100%
Requisitional Authority (RA)	\$50,000	17%	\$100,000	33%	\$50,000	17%	\$100,000	33%	\$300,000	100%

Ground Supply Officers Course

Percent Technique

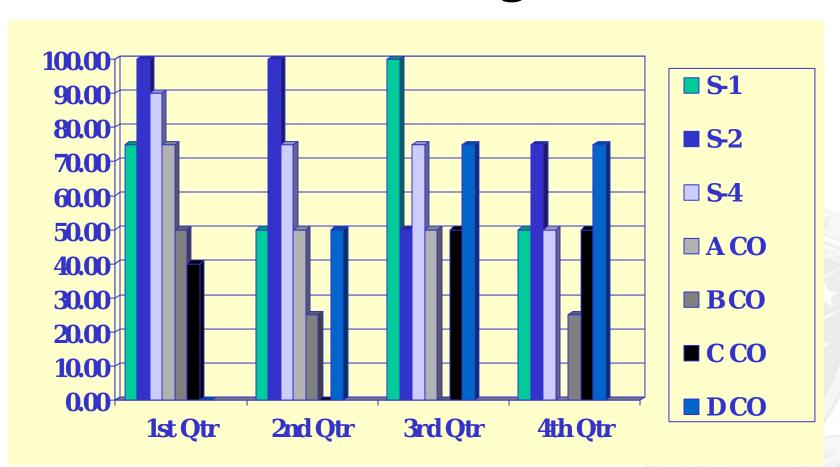
BESA	TITLE	1ST QTR	%/TOT	2ND QTR	%/TOT	3RD QTR	%/TOT	4TH QTR	%/TOT
5	S-1	\$100.0	10.00%	\$300.00	15.00%	\$100.0	10.00%	\$300.00	15.00%
10	S-2	\$100.0	10.00%	\$100.00	5.00%	\$100.0	10.00%	\$100.00	5.00%
15	A CO	\$200.0	20.00%	\$500.00	25.00%	\$200.0	20.00%	\$500.00	25.00%
							2	The state of the s	TO ACOM
20	B CO	\$200.0	20.00%	\$500.00	25.00%	\$200.0	20.00%	\$500.00	25.00%
25	C CO	\$200.0	20.00%	\$300.00	15.00%	\$200.0	20.00%	\$300.00	15.00%
30	NBC	\$200.0	20.00%	\$300.00	15.00%	\$200.0	20.00%	\$300.00	15.00%
TOTAL		\$1,000.0	100.00%	\$2,000.00	100.00%	\$1,000.0	100.00%	\$2,000.00	100.00%

Ground Supply Officers Course

Demonstration Percent Technique

BESA	TITLE	1ST QTR	%/TOT	2ND QTR	%/TOT	3RD QTR	%/TOT	4TH QTR	%/TOT	\$ TOTAL	%/TOT
5	S-1									\$0.00	0.00%
10	C 2									#0.00	0.000/
10	S-2									\$0.00	0.00%
15	A CO									\$0.00	0.00%
									12	201	
20	ВСО									\$0.00	0.00%
25	C CO									\$0.00	0.00%
20	NDC									¢0.00	0.000/
30	NBC									\$0.00	0.00%
TOTAL		0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%

Battalion Budget Percentages



Ground Supply Officers Course

FY-03 TEEP (1ST QTR)

								Nov				Dec	
ID	Task Name	Duration	Start	10/6	10/13	10/20	10/27	11/3	11/10	11/17	11/24	12/1	12/8
1	CAX 2-03	14 days	Mon 10/7/02										
2	MAINT, STANDDOWN	5 days	Mon 10/21/02										
3	CAPEX	2 days	Wed 10/30/02										
4	STRATMOBEX	5 days	Mon 11/4/02										
5	A CO FIELD EX	3 days	Tue 11/12/02										
6	B CO FIELD EX	3 days	Wed 11/13/02										
7	C CO FIELD EX	3 days	Mon 11/18/02										
8	D CO FIELD EX	3 days	Thu 11/21/02										
9	THANKSGIVING 96	4 days	Thu 11/28/02										
10	REGT. COMEX	5 days	Tue 12/3/02										
11	BRIDGEPORT	14 days	Tue 11/5/02										

Expenditures and

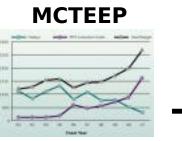
DESCRIPTION			3RD QTR	4TH QTR	TOTAL	DEFICIENCY	TOT DEC
DESCRIPTION	1ST QTR	2ND QTR	3RD QTR	4IHQIR	TOTAL	DEFICIENCY	TOT REC
SAG 70 - MAINTENANCE							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$(
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$(
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$(
SAG 71 - OPERATIONS & ADMIN							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 72 - TRAINING							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0 \$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$ 0	\$0	\$0	\$0	\$0	\$0	\$C
SAG 73 - MEDICAL/DENTAL							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 74 - ADP							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SAG 77 - REPLENISH/REPLACE							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$ 0	\$0	\$0	\$0	\$0	\$0	\$(
SAG 78 - OTHER LOGISTICAL SUPPORT							
Planning Estimate (PE)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Requisitional Authority (RA)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PE TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RATOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	40	ф0	40	40	40	40	**
TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Instructional Media Center, Camp Johnson, NC

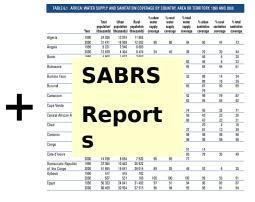
Ground Supply Officers Course

Budget "Worm"



Past FY





Past FY **Information**





Staff **Budget**



C.O.'s Signatur e



Submit to

Ground Supply Officers Course

DEFICIENCY JUSTIFICATION WORKSHEET

Priority #: _3_	Command POC: 2dLt SupO Telephone #: 451-XXXX
Sub-Activity Group	(SAG): _77
Deficiency Title:	Replenishment/Replacement of SL-3
Amount PE:	RA: \$11,000

NARRATIVE JUSTIFICATION: According to the FY-01 TEEP this battalion will be on deck during the majority of FY-01. These replen/replacement fund shortfalls impact each commodity area, significantly against our MT and ordnance items, in particular our crew served weapons.

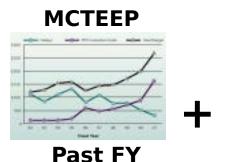
- \$4,000 due to Division shortfall
- \$2,000 due to FY-0* unfunded shortfalls, reference (c) applies
- \$5,000 due to exercise plus ups not within authorized fiscal ceiling

IMPACT IF NOT FUNDED: Equipment readiness will continue to decline, and will continue to effect unit training toward weapon, small unit, and battalion level operations intended to support normal operations and as the GCE for the Alert Contingency MAGTF. At that point, this command is mandated to fully mission capable. Otherwise, this battalion's assets will have to be provided a one-for-one exchange for each deadlined piece of equipment in the event of a real world contingency.

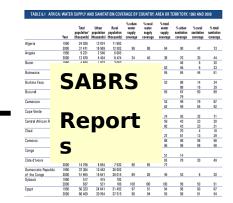
PERFORMANCE CRITERIA: Current supply and maintenance records apply. The DASF/DCF dated 0162, and the DPR with similar dates provide detailed data for each weapon system

Ground Supply Officers Course

Budget "Worm"

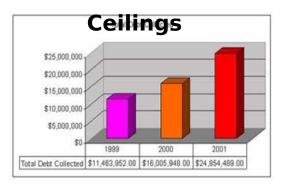




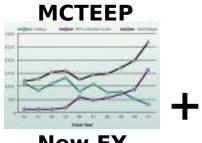


Past FY Information

Budget Call w/ New



Comptroller Guidance

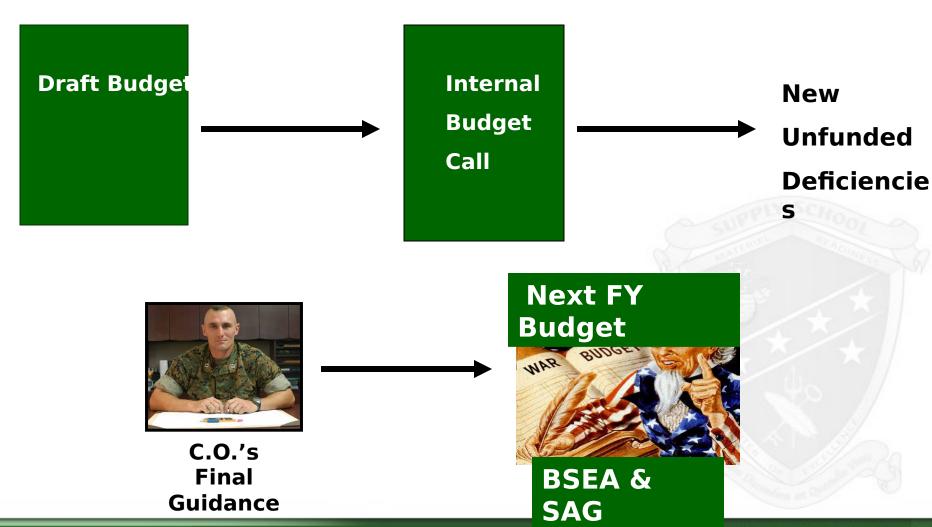


New FY



C.O.'s Guidance

Budget "Worm" Cont'd





Summary

- Flow of funding from HQMC
- Your role as the Unit Fund Manager
- The color of money
- Financial Cycle
- Building your budget



Summary Cont'd

- Flow of funding from HQMC
- Your role as the Unit Fund Manager
- The color of money
- Financial Cycle
- Building your budget



Glossary Of Terms

- Budget execution activity
- Budget execution sub-activity
- Sub-activity group
- Requisitional authority
- Planning estimate
- Fixed costs
- Discretionary costs
- Operations & maintenance, Marine Corps
- Marine Corps training, exercise, and employment plan
- Unliquidated orders

Glossary Of Terms Cont'd

- Negative unliquidated orders
- Fiscal year
- Calendar year
- Green dollars
- Blue dollars
- Purple dollars
- Fund manager



Ground Supply Officers Course

Break

